

NGINA Online Event Booking & Payment Walkthrough

Step 1 – Find & Select Event

- Go to www.ngina.com.au to register and pay for events.
- Click on 'Events'



- Click on 'What's On'



- Select the event you want to attend

| Time | Date | Event | Region | CNP Points |
|---------|--------------|-------------------------------------|--------|------------|
| 08:00AM | 28 June 2012 | Test Event - Apply First Aid Course | Sydney | 6.00 |

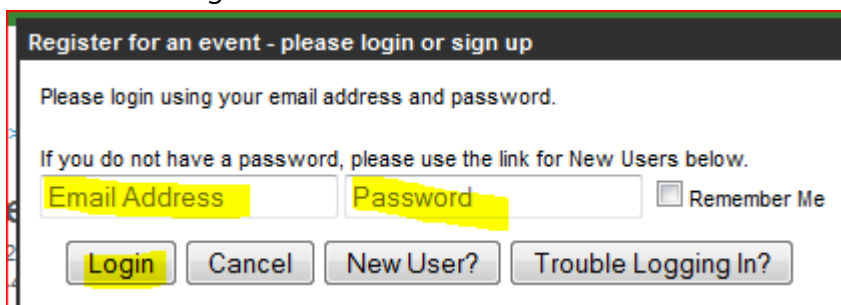
- Click on 'Register Now'



Step 2 – Login to Register

If you are already logged in go to Step 3.

- A pop-up window will appear ready for you to enter your email address and password, then click on 'Login'



Note: **trouble-shooting** - if you are having trouble logging in. Click on 'Trouble Logging In?' and follow the prompt options: 'Forgot my password'; 'My Email Address has Changed'; & 'Other Problems'.

- Click on 'Register Now' again

Home > Events > What's On > Test Event - Apply First Aid Course >

Test Event - Apply First Aid Course

Date : 28 Jun 12
 Time : 8:00 AM-4:30 PM
 Location : NGINA, Rouse Hill, Sydney,

Thursday, 7th June 2012
 Members: \$140 per person
 Non Members \$180 per person

[Click here for Flyer & Registration Form](#)

Register

Apply first aid course

Members : \$127.27 + GST

Non-Members : \$163.64 + GST

Register Now

Free Events

Step 3 - Registration Process

- Pop-up window will appear with your details, click 'Register'

Event Registration

Please complete as many details as possible, particularly email address.
 Click REGISTER when the ticket details are correct.

New Work Health & Safety Legislation Information Session, Canberra

Antonia Chinnimember achinni@bigpond.net.au TestCompany

- Confirmation message

Thank you - You are registered

Thank you - You are registered

Note: You will receive an email confirming your registration (to the email entered when registering).

You can click on Register Now again to register another person. Please remember to include a valid email address so that the registration confirmation email can be sent.

Paid Events

Step 3 – Registration Process

- Pop-up window will appear with your details, click on 'Add another ticket' to add people as required.
- Then click on 'Review Tickets and Checkout'
- If you have been given a discount code please enter it to redeem your discount.

Event Registration

Please complete as many details as possible, particularly email addresses for each person.
 If an account selector appears (at top right) please confirm your correct account for this purchase.
 Please also enter a Discount Code if you have been given one for this event.

Test Event - Apply First Aid Course Account : TestCompany

Antonia Chinnimember achinni@bigpond.net.au TestCompany Discount Code X \$140.00

Step 4 – Shopping Cart

- Check details & update if necessary, then click on 'Checkout'

Shopping Cart

The contents of your Cart are displayed below.

| Item | Net | GST | Quantity | Total |
|--|----------|---------|---|----------|
| Apply first aid course | \$127.27 | \$12.73 | 1 <input type="button" value="Remove"/> | \$140.00 |

1 seat for Antonia Chinnimember to Test Event - Apply First Aid Course in NGINA, Rouse Hill, Sydney, on 28 June 2012

Total : \$140.00
GST included in this : \$12.73
Total Due : \$140.00

- Check details & update additional fields, then click 'Next'

Checkout

You are at the Checkout stage.

Please check your order and contact details, then click NEXT to proceed to final purchase.

Your Details

Your name :

Phone number :

Billing Address

Line #1 :

City :

State :

Post code :

Country :

- Click on 'Confirm Purchase'

Confirm Purchase

Please review your order and click CONFIRM PURCHASE to proceed. Details of how to make payment appear on the next page.

Adding a Purchase Order Number is optional.


Amount to Pay : \$140.00

Purchase Order Number :

Step 5 – Payment


- Key in your credit card details, the card security code is the number (CVV) found on the back of your MasterCard or Visa.

- Click on 'SUBMIT'

| Payment Checkout | |
|---|-----------------------------------|
| Amount (AUD) | \$140.00 |
| Card Number | 4111111111111111 |
| Card Expiry Date | 12 / 13 |
| Name on Card | A Chinni |
| Card Security Code | 235 What is this? |
| SUBMIT ▶ | |
|  | |
| Privacy Policy | |

Note: once you submit these details your payment will be processed and CANNOT be cancelled. You will NOT stop the payment by closing your browser window. Contact NGINA directly on T.02 9679 1472 to resolve the matter.

- Click on 'NEXT'

| Payment Complete | |
|---|------------------------------|
| Response | APPROVED |
| | The Transaction was approved |
| Description | 94 |
| Transaction Type | Purchase |
| Amount (AUD) | \$140.00 |
| Card Type | Visa |
| Authorization Code | 001955 |
| NEXT ▶ | |
|  | |
| Privacy Policy | |

Step 6 – Confirmation

- Confirmation of event registration and payment

| Item | Net | GST | Quantity | Total |
|--|----------|---------|----------|-----------------|
| Apply first aid course | \$127.27 | \$12.73 | 1 | \$140.00 |
| 1 seat for Antonia Chinnimember to Test Event - Apply First Aid Course in NGINA, Rouse Hill, Sydney, on 28 June 2012 | | | | |
| Total: | | | | \$140.00 |
| Shipping (excl. GST): | | | | \$0.00 |
| GST included in this: | | | | \$12.73 |
| Total Due: | | | | \$140.00 |

- Emails will be sent to you confirming registration and order (tax invoice – PAID for your records).

If you have any questions please contact the NGINA office on T. 02 9679 1472 or email: accounts@ngina.com.au regarding accounts queries or email: info@ngina.com.au for event information.